DOCUMENT RESUME

ED 046 478 LI 002 520

AUTHOR Stuart-Stubbs, Basil
TITLE The New England Deposit Library and the Hampshire Interlibrary Center. A Survey of Two Storage Libraries Performed for the University Libraries of British Columbia.
INSTITUTION British Columbia Univ., Vancouver.
PUB DATE 70
NOTE 31p.

EDRS PRICE EDRS Price MF-$0.65 HC-$3.29
DESCRIPTORS *Depository Libraries, Evaluation, Information Retrieval, Information Storage, Interlibrary Loans, *Library Cooperation, *Library Facilities, *Library Materials, *Storage
IDENTIFIERS *Book Storage, Hampshire Interlibrary Center, HILC, NEDL, New England Deposit Library

ABSTRACT

The New England Deposit Library (NEDL) is a storage library in which the participants rent space; revenue from rents supports the operation of the library, and varies according to the space held on behalf of each participants, whether occupied or not. NEDL does not own its collections, but merely stores them--there is no common use. The Hampshire Interlibrary Center (HILC) is a jointly owned library of research material, supplementing the resources of the individual participants. Each participant pays an equal share of the operating budget. HILC owns its collections, which are loaned to the participants. The operation, facilities, costs, and services of each of these libraries are explored in order to determine which features might be suitable for British Columbia where, within a decade, the three university libraries will have grown beyond the capacity of present and projected library buildings. It is unlikely that microform or computer technology will soon provide an economic alternative to physical volumes as a means of storing knowledge. (NH)

ED 046478

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

THE NEW ENGLAND DEPOSIT LIBRARY AND THE HAMPSHIRE INTERLIBRARY CENTER.

A SURVEY OF TWO STORAGE LIBRARIES

PERFORMED FOR

THE

UNIVERSITY LIBRARIES

OF

BRITISH COLUMBIA

BY

B. STUART-STUBBS

Vancouver,
University of British Columbia
1970.

LT 002520

Material for this survey was gathered on quick visits to the New England Deposit Library and the Hampshire Interlibrary Center on December 2nd and 3rd, 1970. I am obliged to the staff members of the two institutions for their kindness and hospitality, and particularly to Mrs. Vlasta Greenbie, Director of the Center, and to Mr. Gordon Bechanan, Associate Librarian of Harvard University Library. Any errors of fact or misinterpretations are entirely my responsibility and not theirs.

B. Stuart-Stubbs
University of British Columbia
Library
December, 1970.

OUTLINE

1. Historical Background.
2. Locations.
3. Participants and Distances.
4. Organization.
5. Government and Administration.
6. Capital Expenditures.
7. Operating Expenditures.
8. Buildings.
9. Equipment.
10. Staff.
11. Operations.
    a. Collections.
    b. Storage.
    c. Retrieval
        -Receiving requests.
        -Filling requests.
        -Rate of use.
    d. Records
        -In depositing libraries.
        -In deposit library.
    e. Public Service.
12. Implications.
13. Some Questions for Further Consideration.
14. Select Bibliography.

1. Historical Background.

Not surprisingly, Harvard University was probably the first institution to give consideration to the storage of seldom-used materials. In the closing years of the nineteenth century, the President of Harvard, Charles W. Eliot, and the Librarian, William Coolidge Lane, agreed that a need existed for a storage library, and one which might be shared with other local libraries, such as the Boston Public Library and the Massachusetts State Library. However, they disagreed on details: Eliot thought that books should be arranged by size, in order to economize on the use of space, whereas Lane believed in a classified arrangement which would enable the collection to be used.

A half century elapsed before the idea took the shape of the New England Deposit Library, and it was the Librarian of Harvard again who provided the impetus. Keyes Metcalfe was principally responsible for bringing together eight institutions into a cooperative storage facility, and it was Harvard University which provided a gift of land and the loan of a quarter of a million dollars to permit construction of a building, which was completed in 1942.

In North America, a second cooperative storage building came into existence in 1949. This was the Midwest Interlibrary Centre at Chicago. It has since developed into the Center for Research Libraries, with international rather than regional participation. Because of its fundamentally different nature, it is excluded from this survey.

The Hampshire Interlibrary Center was established in 1951 by three colleges. Initially, space in one of the participating libraries was available, so no capital expenditures were necessary.

1. Historical Background. (cont'd)

Since that time, although many libraries have developed independent storage facilities, there have been no significant cooperative storage libraries constructed, although proposals for such libraries have been considered in some states.

2. Locations.

The New England Deposit Library (hereafter, NEDL) is located at 135 Western Avenue, Boston, Massachusetts.

The Hampshire Interlibrary Center, Inc. (hereafter, HILC) is located at the University of Massachusetts Library, Amherst, Massachusetts. It moved to this location in 1960, having spent its first years of operations at the Mount Holyoke College Library.

3. Participants.

	Name	Volumes		Distance from Center
NEDL	Harvard University	7,791,538		.5 miles
	Massachusetts State Library	900,000		2.5 "
	Boston Public Library	2,415,141		3.0 "
	Boston Athenaeum	431,969		2.5 "
	Boston College	688,348		1.5 "
	Boston University	720,708		1.0 "
	Massachusetts Institute of Technology	988,194		1.5 "
	Massachusetts Historical Society	500,000		2.5 "
	Radcliffe College Library	142,887		.5 "
	Tufts University	231,343		2.0 "
	Howe Library of Opthalmology	8,415		.5 "
	TOTAL	14,818,543	AVERAGE	1.6 "
HILC	Amherst College	381,459		3 miles
	Mount Holyoke College	305,551		13 "
	Smith College	510,698		8 "
	University of Massachusetts	589,782		- "
	Forbes Library*	278,425		8 "
	Hampshire College	?		6 "
	TOTAL	2,065,915	AVERAGE	6.3 "

* Forbes Library is not a college library, but a part of the Massachusetts Western Regional Public Library System. In 1969/70, Forbes Library became a full member of HILC, through funds supplied under a HEW grant to the state Bureau of Library Extension.

4. Organizations

Both HILC and NEDL are incorporated, and thus are organizations separate from their participants. (See Appendix A for Articles of Incorporation and By-Laws). There are, however, fundamental differences between the two corporations. NEDL is a storage library, in which the participants rent space; revenue from rents supports the operation of the Library, and rents vary according to the amount of space held on behalf of each participant, whether occupied or not. HILC, on the other hand, is not thought of as a storage library, but as a jointly owned library of research material, supplementing the resources of the individual participants; each participant pays an equal share (excepting the newest participant, Hampshire College, in its first year of operation) of the operating budget, amounting to about $13,700 per year each. HILC owns its collections, which are loaned to the participants. NEDL does not own its collections, but merely stores them; there is no common use.

5. Government and Administration.

NEDL was incorporated by special legislation, whereas HILC was incorporated under the General Laws of the Commonwealth of Massachusetts. The purpose of the two corporations, their constitutions and by-laws, may be found in Appendix A.

6. Capital Expenditures.

NEDL was constructed with funds provided by Harvard University on University land. A reserve fund for further construction is being accumulated out of rents. HILC has made no capital expenditures, having always been a tenant of a participating Library. It appears that HILC will not require a building of its own in the near future, since the University of Massachusetts Library will be moving into a new building, now under construction, and it is thought that HILC may expand in the old building. It is probable that funds for remodelling may be required at that time, and these may be raised among the participants.

7. Operating Expenditures.

Rents in the case of NEDL and share fees in the case of HILC are the source of the operating budgets, which are set by the respective Boards of Management. The annual operating budget for NEDL is $28,400 ; for HILC, $71,500 . Budget details are provided in Appendix B.

8. Buildings.

NEDL is located across the Charles River from Harvard University in a five story building constructed of reinforced concrete and brick; the surrounding area is devoted to light industry, although some student housing is now under construction. Visitor parking is provided beside the building.

HILC is in the basement of the stack area of the Goodell Library at the University of Massachusetts. Visitors to HILC use the university parking structure, three minutes' walk from the Library.

9. Equipment.

HILC uses conventional library shelving for storing its collections. NEDL uses a combination of wooden shelving and metal warehouse shelving. (Note: recently the Center for Research Libraries has been using such shelving, and have found it to be easy to erect and dismantle, flexible, strong, and inexpensive.)

In addition to the usual office furnishings, book trucks, etc., HILC has a Xerox microprinter (rates for paper copy: 5¢ for HILC members, 10¢ for others; for film copies, 10¢ for HILC members, 15¢ for others), readers for microfilm, microprint, microfiche and microcard, and twenty-two microform cabinets.

NEDL has no copying equipment, although much of the material is retrieved for purposes of copying. Similarly, because it stores printed materials only, it has no microform readers.

10. Staff.

The HILC staff consists of:

1 Director/Librarian
1 Cataloguer
1 Library Assistant
1 Secretary/Bookeeper
1 Messenger

The Library Assistant maintains subscriptions and routes journals. The Messenger is a part-time hourly position; he is a retired man, who works about 20 hours a week, and uses his own car, for which he is paid a mileage rate.

The NEDL staff consists of three men, all of whom could be classified as Library Assistants. The Supervisor worked formerly in the book trade. One of his assistants is a retired government employee, the other a young college graduate.

Work arrearages are apparent at both HILC and NEDL, although the latter is in greater need of additional staff.

II. Operations.

a. Collections.

In its Guide, HILC states that it "was established in order to provide a jointly-owned research collection to supplement the holdings of the libraries of the participating institutions." In practice, this has meant the development of a collection of less frequently used materials, predominantly serials, sets, newspapers, and microforms: the collection numbers almost 35,000 volumes. The initial collection was formed by the deposit from the participating libraries of long journal runs; at that time, duplicate copies were sold, and the revenue was used to acquire other materials. HILC's own acquisitions program is now its most important source of materials, although member libraries still transfer back files to the Center occasionally. HILC maintains over eight hundred subscriptions on behalf of the member libraries; current issues are routed to the libraries, where they are displayed for two weeks at each institution, before eventually returning to HILC. All materials in the HILC collection are the property of HILC; they may not be claimed by any member library, but only borrowed. Suggestions for purchase are made by individual institutions, but acquisitions depends on the consent of a majority of the members.

By contrast, NEDL does not own its collections. Since the participants are merely renting space, no attempt is made to integrate materials or to eliminate duplicates. NEDL participants deposit whatever materials it suits them to deposit. Old newspaper files, legal reports and government documents abound, presumably because they are infrequently used and inconvenient to store. The criteria used to select materials for deposit in NEDL appear to vary; the monographs from Harvard include books, the

a. Collections. (cont'd)

latter sent to storage for protection at a time when Harvard could not afford to bind them. It follows from this approach that there is no common use made of the assembled materials by the depositing libraries, except by way of the interlibrary loan offices of the libraries.

b. Storage.

HILC and NEDL have as a common aim the maximum use of space. Therefore both shelve most of their materials by size. HILC uses a size classification of six categories. Many of the NEDL depositors use a nine category system devised by Harvard, whereas others retain a subject classification. The difference in space economy is striking: Harvard achieves 235 volumes per section, whereas the Boston Public Library achieves 107, retaining the classed order.

HILC uses standard library shelving on standard centres. NEDL uses a combination of wooden shelving and steel warehouse shelving, with narrow aisles. Both manage to use eight shelves per section in the case of octavos.

These arrangements eliminate the possibility of fruitful browsing. In the case of HILC, this is no serious inconvenience, since the collection consists of journal literature, which is almost always approached by citation. Users of NEDL, on the other hand, are occasionally frustrated in their desire to scan the shelves.

c. Retrieval.

HILC receives requests from participating libraries on standard interlibrary loan forms. Requests can be made on behalf of undergraduates as

c. Retrieval. (cont'd)

well as graduate students and faculty members. Undergraduates may visit HILC, and use materials there, but may not borrow directly, a privilege enjoyed by graduate students and faculty members. HILC also fills interlibrary loan requests received from non-member institutions. Material is loaned for a four week period. At present, HILC usually lends the journal volumes themselves, rather than making copies; since the rate of use is low, this does not pose any difficulty.

For the period July 1969 - June 1970, total circulation amounted to 5,819 items, used on the premises or sent to borrowing libraries:

4,436	volumes
202	microcards
876	microprints
270	microfilm reels
35	microfiche
5,819	items

One hundred and fifty items of this total were sent to non-member libraries.

Readers in HILC numbered 714: 114 faculty, 584 students, 16 others.

Use has been declining in recent years; in 1968/69, 6,320 items were loaned; in 1966/67, 7,291.

Requests are filled within twenty-four hours. The messenger service operates from Monday to Friday, and in addition to delivering and picking up HILC material, carries other interlibrary loans between the participating institutions.

NEDL receives requests from depositing libraries by phone. Many libraries make their own arrangements for picking up and delivering material, but Harvard University maintains a messenger service which is shared by M.I.T.,

c. Retrieval. (cont'd)

Radcliffe and the Boston Public Library. Requests are filled on a twenty-four hour basis; material can be requested and picked up on the same day.

No precise total statistics are available, although about 18,000 items are taken out annually. Harvard University and the Boston Public Library withdraw the greatest number of items, removing 8,688 and 5,352 pieces respectively in 1969.

Most of the items removed by Harvard are required either by their interlibrary loan office or their copying service.

About four people per day make use of the NEDL reading room. Most of these visitors are from Harvard University, and most come to look at newspaper files.

d. Records.

HILC maintains its subscriptions on a visible file system. Cataloguing is done at HILC, and sets of cards are supplied to each participating library, for filing in their respective catalogues. However, detailed cataloguing is not provided for some elements in the HILC collections: academic administrative reports, college catalogues prior to 1901, dissertation abstracts, foreign information service reports, foundation reports, labour journals, library reports, little magazines, and old travel guides. In addition, HILC's journal holdings are listed in Four College Libraries: Union List of Journal and Serial Holdings, in its fourth edition in 1969. This last edition has 306 pages, computer produced, and printed reduced by offset. At approximately a hundred

d. Records. (cont'd)

entries a page, the list contained information for between 25,000 and 30,000 journals. This list was also distributed to two dozen public libraries in the Western Regional Public Library System, which gain access to HILC through the Forbes Library. Forbes' serial holdings will be included in the next edition of the list.

NEDL participants keep their own records of their deposits. Harvard, for instance, marks the location on the catalogue entry.

At NEDL there are two separate card files for deposited material. One file, arranged alphabetically, contains information about deposits from Harvard, M.I.T. and the Boston Athanaeum. The other file is arranged by call number, and represents deposits from the Boston Public Library. There is no record at NEDL for some deposits.

e. Public Service.

Some notes on public use were made in c. above.

Neither HILC nor NEDL offer extensive reference service. HILC does not maintain a reference collection or even a collection of periodical indexes. At NEDL, because of its organization, there is no need to offer reference assistance. Service in both HILC and NEDL is more or less limited to the retrieval of requested items.

12. Implications.

It would seem that neither a NEDL-type nor a HILC-type library would be completely suitable for British Columbia. However, both have features which would be worth considering for adaption in a jointly operated library.

The New England Deposit Library.

NEDL was developed in the belief that a more economical form of storage of little used material would be created. On the surface of it, it would appear that this hope was realized. The 50,000 sq. ft. tract of land was donated by Harvard; the structure, built in 1942, cost $223,939, fully equipped. Operating cost has been kept low by the minimum use of light and heat. The space is used in the most economic way possible. Staffing is minimal.

Accounting for costs in this way does not tell the whole story, however. Whether the land was free or not, it is today worth something, and is in fact appreciating in value. The structure itself is depreciating in value. It would be difficult to prove that this solution to storage was in fact the cheapest one: to demonstrate that would require a costing of the other options.

Beyond acting as a storage library, NEDL has performed few other functions. The absence of fuller cooperation among the participants eliminated the possibility of further economies through the disposal of duplicates, the joint use of collections, coordinated acquisition policies, and so on. In an area so rich in library resources, perhaps the loss of these advantages is not important.

12. Implications. (cont'd)

The Hampshire Interlibrary Centre.

HILC was created to develop a jointly owned research collection, and only in part to act as a storage library. It would seem to have succeeded in creating a collection of important but infrequently used periodicals, and this must have represented a saving to the participating institutions. It is efficiently operated, and thus the inconvenience to users of a remotely stored collection is not great. Since HILC has also had the advantage of "free" space, and since it would be difficult to cost other options to this arrangement, it is not possible to say whether other solutions would be less costly.

13. Some Questions for Further Consideration.

Within a decade, the three university libraries in British Columbia will have grown beyond the capacity of present and projected library buildings. It seems unlikely that the physical volume will be replaced as the means of storing knowledge, or that microform or computer technology will soon provide an economic alternative. Publication rates continue to rise everywhere, and the universities must continue to acquire a good representation of new publications, if they are to survive as institutions of teaching and research.

Two alternatives present themselves: one, to continue to develop book storage facilities at each university; two, to develop a jointly used storage facility.

The former alternative would assume that each university would go on forever accumulating its own collections, and solving space problems as they arise. Presumably each university would be forced to consider the economic use of space: inexpensive buildings, compact storage, low maintenance.

The latter alternative would assume that the three universities, perhaps in cooperation with college and public libraries, would develop in some single location an inexpensive storage facility, the operating cost of which would have to be shared on a continuing basis. Bibliographic and retrieval systems would have to be set up to ensure the maximum usefulness of the collections with the minimum inconvenience.

Some questions arise:

Would the long-term costs of a jointly operated storage library be lower than the costs of alternate arrangements?

13. Some Questions for Further Consideration. (cont'd)

Would a jointly-operated storage library be more useful than larger collections at each institution, assuming in the former case that stored holdings would be listed in each public catalogue, and in the latter that an easily accessible union catalogue existed?

Would a storage library, as an independent entity, play a role in a comprehensive acquisitions program? Or could such a program be carried out successfully in the absence of a jointly-operated library?

What relationship might a storage library have to other large and/or important collections, such as the Vancouver Public Library and the Provinidal Archives.

What would the nature of the storage library be, when it held more volumes than the three participating libraries combined?

SELECT BIBLIOGRAPHY

Harrar, Helen Joanne. Cooperative Storage Warehouses. College and Research Libraries, January 1964, p. 37-43.

Orne, Jerrold. Storage and deposit libraries. College and Research Libraries, November 1960, p. 446-452, 461.

Plumb, P. W. Central library storage of books. London, The Library Association, 1965. 57 p. (Library Association Pamphlet no. 24)

Simon, Julian L. How many books should be stored where? An economic analysis. College and Research Libraries, March 1967, p. 92-103.

APPENDIX

Appendix A: *1. Act to Incorporate the New England Deposit Library.

2. By-Laws of the New England Deposit Library.

3. Agreement of Association of the Hampshire Inter-Library Center, Inc.

*4. By-Laws of the Hampshire Inter-Library Center, Inc.

Appendix B: 1. New England Deposit Library Budget, Proposed, 1971.

2. Hampshire Inter-Library Center Budget, 1970/71.

* ERIC User Please Note:
Appendices A. 1. and A. 4. are not reproduced here due to small print size.

ERIC/CLIS

APPENDIX A - 2

BY LAWS

OF

NEW ENGLAND DEPOSIT LIBRARY

Article I

Name

This corporation shall be known by the name of "NEW ENGLAND DEPOSIT LIBRARY".

Article II

Seal

This corporation shall have a common seal which shall bear the name of the corporation and the year of its organization.

Article III

Office

The principal office of this corporation shall be in Boston, Massachusetts, and the corporation shall have officers in such other places as the board of governors shall direct.

Article IV

Members

The members of the corporation shall be the incorporators and their successors from time to time in the offices which they are respectively described as occupying in section one of chapter 240 of the Acts of 1941, together with such persons as shall be elected members in the manner provided in section 3 of said chapter 240, so long as by the provisions of said chapter 240, such persons shall continue to be members. The clerk of the corporation shall maintain at all times a list of the members of the corporation together with a statement of the manner in which and the date upon which they severally became members. He shall also maintain a record of all persons ceasing to be members and the manner in which and the date upon which they severally ceased to be members.

Written notice of the proposed election of any person as a member of the corporation, other than a person becoming a member as a successor of an incorporator, shall be given by the clerk to all the members for the time being not less than five days prior to any meeting of the members of the corporation at which it is proposed to act upon such proposed election.

Article V

Officers

The officers of the corporation shall be a president, a treasurer, a clerk and a governing board, the members of which shall be known as directors. Said governing board shall be constituted and selected or elected in accordance with the provisions of section 3 of said chapter. There shall also be such vice presidents and other officers as the governing board shall from time to time appoint. All officers other than directors shall be elected at the annual meeting of the governing board or meeting in lieu thereof and shall hold their respective offices until the next annual meeting or meeting in lieu thereof and thereafter until their successors are elected and qualified. Such officers shall have such duties and powers as the governing board may designate and prescribe in addition to any duties and powers prescribed by these by-laws. Officers, including directors, need not be members of the corporation, but no person shall be eligible to election as, or continue to be, a director who is not a member of the corporation or a trustee, officer or librarian or a member of the faculty of or teacher in a participating institution as defined in said chapter 240 of the Acts of 1941. The president and all vice presidents shall be chosen from among the directors. Other officers need not be directors.

The number of directors shall be seven in accordance with the provisions of section 3 of said chapter.

Two or more offices, except the offices of president and vice president, may be held by the same person.

Directors shall hold their respective offices for the terms prescribed in section 3 of said chapter 240 and until their respective successors are elected and qualified, subject, however, to all applicable provisions of said chapter.

Article VI

Resignations and Vacancies

Any member or director, except a member or director, as the case may be, who is such by virtue of his occupation of a particular office mentioned in said chapter 240, may resign by giving written notice to the governing board and upon acceptance of such resignation by the governing board such resignation shall become effective, and the office of any such director shall be vacant. Any corporate officer, other than a director, may resign by giving written notice to the governing board and upon acceptance of his resignation by the directors, his office shall be vacant. A vacancy in any office, other than that of director, shall be filled by the directors as promptly as possible, and the person chosen to fill any vacancy shall hold office for the unexpired balance of the term for which his predecessor was chosen and until his successor is elected and qualified. Any officer, other than a director, may be removed by a majority vote of the directors present at a meeting duly called for the purpose. A vacancy in the office of director shall be filled as provided in section 3 of said chapter 240. The con-

tinuing directors may act not withstanding any vacancy in the governing board.

In case any officer, other than a director, shall be temporarily absent or shall be unable to perform his duties, the directors may appoint a person to act in his place during such absence or disability and may give to such person either the full powers of such officer or such portion thereof as they shall think fit.

Article VII

Duties of President

The president shall be the chief executive officer of the corporation. He shall preside at all meetings of the governing board and of the members of the corporation. He shall see that all orders and resolutions of the governing board are carried out or complied with and shall discharge all duties imposed by law upon the president of a corporation.

Article VIII

Duties of Vice Presidents

The vice presidents in the order of seniority chosen shall have all the powers and discharge all the duties of the president in his absence or during his inability or incapacity to act and each vice president shall further have such powers and discharge such duties as may from time to time be conferred or imposed upon him by the governing board. In the absence of the president and the vice presidents from any meeting of the governing board or of the members of the corporation, a chairman may be chosen to preside.

Article IX

Duties of Clerk

The clerk shall be a resident of the Commonwealth of Massachusetts. He shall be sworn to the faithful discharge of his duties, shall keep the records of the corporation and members of the corporation and of the governing board, shall give notices of all meetings of the members of the corporation and of the governing board in the manner prescribed by these by-laws, shall have the custody of the record books and shall discharge all other duties properly appertaining to his office and which may be imposed upon him by the governing board.

Article X

Duties of Treasurer

The treasurer shall have charge of the corporation's financial affairs and shall have the custody of its money and securities except his own bond. He shall deposit all moneys and valuables in the name and to the credit of the corporation in such depositaries as shall be determined by the governing board. He shall disburse the funds of the corporation

as ordered by the governing board, taking proper vouchers for all disbursements. He shall keep or cause to be kept the corporation's accounts in suitable books wherein every transaction shall be accurately recorded and shall render to the president and directors at regular meetings of the governing board or when they require it an account of his transactions as treasurer and of the financial condition of the corporation and shall discharge all other duties properly appertaining to his office or which may be attached thereto by the governing board. He shall give bond for the faithful discharge of his duties in such form and in such sum and with such sureties as the governing board shall require.

He shall furnish to each depositary a copy of this article of these by-laws and of such votes as the governing board shall adopt from time to time with reference to the manner of disbursing funds held by such depositary and of drawing upon accounts with such depositary.

Article XI

Powers of Directors and of Governing Board

The property, affairs and business of the corporation shall be managed by the governing board who may exercise all such powers of the corporation as are not by law or by these by-laws required to be exercised otherwise. Without in any way restricting the generality of the foregoing, but subject to all the provisions of said chapter 240 of the Acts of 1941, especially subdivision (d) of section 5 thereof, the governing board shall have power in its uncontrolled discretion to purchase any property or rights and to enter into any contracts which it may deem advantageous to the corporation and to fix the price to be paid by the corporation for any such property, rights or contracts and in general to exercise such other powers and do all such other things as are not by law or by the by-laws required to be exercised or done by the members of the corporation. No contract or other transaction between the corporation and any other corporation and no act of the corporation shall in any way be affected or invalidated by the fact that any of the directors of the corporation are pecuniarily or otherwise interested in or are directors or officers of such other corporation and any director of this corporation may be a party to or may be pecuniarily or otherwise interested in any contract or transaction of the corporation provided that the fact that he is so interested shall be disclosed or shall be known to the governing board or a majority thereof and his vote shall not be necessary to authorize or ratify any such contract or transaction.

No director shall be barred by the provisions of this Article or otherwise from voting or acting with respect to any matter in which a participating institution, with which he is in any way associated, is in any manner interested and no statement of such association or interest shall be required to be made by him or to be recorded in any records of the corporation or otherwise.

Article XII

Delegation of Powers

The governing board may from time to time delegate any of its powers to committees or officers, attorneys or agents of the corporation

subject to such regulations as may be imposed by such board. The president or treasurer shall have power to retain counsel to act for or in behalf of the corporation in matters affecting its interests.

Article XIII

Quorum of Directors

A majority of the directors shall constitute a quorum but any vacancy in the governing board may be filled by the remaining directors, even if less than a quorum, subject to the provisions of section 3 of said chapter 240 of the Acts of 1941. Less than a majority of the directors may adjourn a meeting of the governing board from time to time.

Article XIV

Minutes and Statements

The governing board shall cause minutes to be kept of their proceedings and of those of the members of the corporation. At the annual meetings and at any other time when required by the members of the corporation entitled to vote, the board shall present a statement of the assets and liabilities of the corporation and of the conditions of its affairs.

Article XV

Annual Meeting of the Corporation

The annual meeting of the members of the corporation to hear the reports of the officers and for the transaction of such other business as shall come before the meeting shall be held at the hour stated in the notice of the meeting on the third Wednesday in January of each year, if not a legal holiday and if a legal holiday, then on the next secular day following at the principal office of the corporation in the Commonwealth of Massachusetts, or at such other place within the said commonwealth as may be determined by the governing board. In case the annual meeting shall not be duly called and held the governing board may call a special meeting in lieu of and for the purpose of such annual meeting and all proceedings at such special meeting shall have the same force and effect as at an annual meeting. At the annual meeting in the year nineteen hundred and forty-six, or at any meeting in lieu thereof, and at the annual meeting in each fifth year following nineteen hundred and forty-six or at any meeting in lieu thereof, such directors shall be elected as are to be elected by the members of the corporation in all respects in accordance with and in the manner provided in section 3 of said chapter 240 of the Acts of 1941.

Article XVI

Special Meetings of Members of the Corporation

Special meetings of the members of the corporation for any purpose shall be called by the clerk, whenever the governing board or the president shall so order or upon the written request of three members of the corporation. Every such request shall state the time, place and purpose of such meeting.

Article XVII

Quorum of Members of the Corporation

At every meeting of the members of the corporation there shall be represented in person or by written proxy given as of a date not more than six months prior to such meeting at least a majority in number of the members of the corporation, except that at an annual meeting in any year in which any directors are to be elected, or at any meeting in lieu of such annual meeting, members holding a majority of the voting power with respect to such election of directors, as provided in section 3 of said chapter 240 of the Acts of 1941, shall constitute a quorum for the purposes of such election. Less than a quorum of members may adjourn a meeting of the members of the corporation from time to time.

Article XVIII

Notice of Meetings of Members of the Corporation

Notice of the annual meeting and of special meetings of the members of the corporation shall be given by the clerk at least seven days before the meeting to each member entitled to vote thereat or receive notice thereof, stating the purposes of such meeting, by leaving such notice with him or at his residence or usual place of business or by mailing it postage prepaid and addressed to such member at his address as it appears on the books of the corporation. Every member entitled to notice shall for all purposes be deemed to have received such notice in due season if he shall be present or represented by proxy at such meeting or shall in writing waive such notice before or after the meeting.

Article XIX

Meetings of the Governing Board

Regular meetings of the governing board shall be held immediately after the adjournment of the annual meeting of the members of the corporation or of the meeting in lieu of the annual meeting at the place of holding the members' meeting and at such time and at any of its offices or at such other places within or without the Commonwealth of Massachusetts as the governing board may determine and no notice of such meetings shall be necessary. Special meetings of the governing board shall be called by the clerk whenever the president, a vice president or any two directors shall in writing so request and three days' notice by mail or telegraph of such meetings shall be given to each director not joining in the request for such meeting unless shorter notice shall be reasonable in the circumstances but the action of a quorum of the governing board at any meeting shall be valid notwithstanding any defect in the notice for such meeting. Notice of any meeting of the governing board may be waived in writing by any director. The decision of the governing board upon any matter, other than a mortgage of any real estate of the corporation, may be taken by a vote of a majority in number of the directors recorded in writing or by telegraph with the clerk without a meeting. The decision of the governing board upon a mortgage of any real estate of the corporation shall be taken as provided in subsection (d) of section 5 of said chapter 240 of the Acts of 1941.

Article XX

Voting

Members of the corporation shall have voting power at elections of directors in all respects in accordance with the provisions of section 3 of chapter 240 of the Acts of 1941. Any person entitled to vote at a meeting may vote by proxy granted not more than 6 (six) months before the meeting, which shall be named therein, unless the maker specifies therein the period it shall continue in force, which shall be a limited period of 6 (six) months or less. Proxies shall be filed with the clerk or temporary clerk of the meeting. Proxies shall not be valid after final adjournment of the meeting for which they are given. The election of new members of the corporation may take place at any meeting of the members of the corporation.

Article XXI

Fiscal Year

The fiscal year of the corporation shall begin on the 1st day of January and end on the 31st day of December.

Article XXII

Amendment

These by-laws may, from time to time, be amended, altered or repealed by vote of a majority of the directors present at a meeting of the governing board called for the purpose. In addition to these by-laws or to any amendments of or additions to the same, the governing board may from time to time by vote of a majority of the directors present at any meeting make, adopt, alter, amend and repeal rules and regulations consistent with law relating to the use of the facilities of this corporation and for the conduct of the affairs and services of said corporation.

APPENDIX A - 3

THE COMMONWEALTH OF MASSACHUSETTS
Department of Corporations and Taxation

Henry F. Long, Commissioner
236 State House, Boston

AGREEMENT OF ASSOCIATION

General Laws, Chapter 180, Section 3, provides that: "The corporation shall be formed in the manner prescribed in and subject to section nine of chapter one hundred and fifty-five and sections six and eight and twelve, inclusive, of chapter one hundred and fifty-six, except as follows:

The capital stock, if any, shall not exceed five hundred thousand dollars.

The agreement of association of a corporation having no capital stock may omit the statement of the amount of the capital stock and the par value and number of its shares. The par value of its shares, if any, may be ten, twenty-five, fifty or one hundred dollars. The fee to be paid to the state secretary upon the filing of the certificate of organization shall be twenty-five dollars."

We, whose names are hereto subscribed, do, by this agreement, associate ourselves with the intention of forming a corporation under the provisions of General Laws, Chapter 180.

The name by which the corporation shall be known is

HAMPSHIRE INTER-LIBRARY CENTER, INC.

The location of the principal office of the corporation in Massachusetts is to be the Town of South Hadley, Massachusetts.

The purpose or purposes for which the corporation is organized, are:

To establish and maintain an educational, literary, scientific, charitable, and research inter-library center; to provide and promote co-operative, auxiliary library services for one or more nonprofit educational, charitable, and scientific institutions; to establish, conduct, and maintain a place or places for the deposit, storage, care, delivery, and exchange of books, pamphlets, photographs, motion-picture film, phonograph records, and other articles or documents containing written, printed, or recorded matter, and services with respect thereto, and circulate and distribute any and all educational, literary, scientific or scholarly publications, books, catalogs, and periodicals dealing with the books and other material deposited in said library or available in participating or other libraries.

as the time and place for holding said first meeting.

IN WITNESS WHEREOF, we have hereto signed our names this seventeenth day of September in the year 1951.

Name	Residence
Benjamin F. Wright	8 Paradise Road, Northampton, Mass.
Margaret L. Johnson	26 Bedford Terrace, Northampton, Mass.
Flora B. Ludington	20 Jewett Lane, South Hadley, Mass.
R. A. Van Meter	Hillside House, Amherst, Mass.
Charles W. Cole	175 South Pleasant Street, Amherst, Mass.
Roswell G. Ham	The President's House, South Hadley, Mass.
Newton F. McKeon, Jr.	32 Hitchcock Rd., Amherst, Mass.

APPENDIX B - 1

NEW ENGLAND DEPOSIT LIBRARY

Proposed Budget for the Calendar Year 1971

A. Receipts:

1) From rent of space

Boston Athenaeum	$ 500.00
Boston College	804.00
Boston Public Library	9,145.50
Harvard Business School Library	300.00
Harvard College Library	10,596.00
Massachusetts Historical Society	250.00
Massachusetts Institute of Technology	1,150.00
Massachusetts State Library	3,690.00
Radcliffe College	500.00
Tufts University	250.00
	$27,185.50
2) Interest on savings accounts and other income	7,354.77
	34,540.27

B. Detail of expenses:

	Expenses: 1969	Budget: 1970	Expenses: 1970	Proposed Budget: 1971
Salaries and Wages	16,105.46	15,200.	17,740.49	16,900.
Retirement Allowance.	2,001.25	2,000.	1,427.50	1,100.
Heat	1,316.81	1,600.	836.79	2,200.
Light and Power	886.84	1,000.	1,624.19	1,200.
Maintenance and Repairs.	1,340.01	2,000.	4,382.45	2,000.
Insurance - General	139.00	600.	500.40	600.
Insurance - Health	461.00	600.	298.61	500.
Auditing.	600.00	650.	550.00	600.
Legal Services.	193.38	200.	383.09	400.
Telephone and Telegraph.	137.35	200.	279.62	300.
Social Security Tax	715.23	750.	858.19	900.
Supplies and Equipment	60.44	100.	538.34	500.
Gas	78.10	200.	99.07	100.
Water and Sewer Charge	159.00	200.	75.00	100.
Miscellaneous	100.62	1,000.	269.45	1,000.
TOTAL:	24,294.49	26,300.	29,863.19	28,400.

C. Balance, accumulated income: $146,396.17

APPENDIX B - 2

HILC Budget 1970-71

Income	
Dues and access. 5 members at $13,700.	$68,500.
Hampshire College	3,000.
	$71,500.
Expenditures	
Area Studies	$ 3,000.
Back files	2,000.
Binding and Microfilm	2,800.
Books and Continuations	7,000.
Equipment	3,000.
Periodicals	17,500.
Salaries	33,500.
Supplies	2,000.
Miscellaneous	700.
	$71,500.